


RESOLUTION NO. 2010-03

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA, ESTABLISHING AS A PUBLIC RECORD A DOCUMENT SETTING FORTH PROPOSED AMENDMENTS TO SECTION 608 (VEHICLE USE POLICY) OF THE SEDONA EMPLOYEE MANUAL

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA that the provisions set forth in that document attached hereto as Exhibit A, and entitled "*2010 Amendments to Section 608 of the Sedona Employee Manual*," constitutes a public record to be incorporated by reference into Ordinance No. 2010-03.

At least three (3) copies of this public record shall be filed in the office of the City Clerk and kept available for public use and inspection.

APPROVED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona this 12th day of January, 2010.



Mayor Rob Adams

Attest:



City Clerk *-acting*

Approved as to Form:



City Attorney

Exhibit A
2010 Amendments to Section 608 of the Sedona Employee Manual

CITY OF SEDONA
VEHICLE USE POLICY
(updates section 608 of employee manual)

A. DEFINITIONS

- **Employee** is defined in this policy as a City employee, elected or appointed official or volunteer that have undergone the City volunteer application process.
- **Motorized Vehicle** is defined as any means of transportation with two or more wheels utilized either on or off road with a monetary value greater than \$5,000 (five thousand dollars).
- **City Vehicle** is defined as any vehicle or equipment that is owned, leased or rented in the name of the City of Sedona.
- **Pool Vehicle** is defined as any vehicle that is not assigned to a specific department.

B. USE OF CITY OWNED VEHICLES AND EQUIPMENT

1. No employee may operate a City vehicle without a valid Arizona driver's license.
2. Vehicles shall only be operated by approved employees.
3. All City vehicles will be used only for official City business, except as outlined below.
4. Employees from other jurisdictions, agencies, vendors, etc. may accompany City employees in City vehicles, if the travel is related to official City business.
5. Employee must safely operate the vehicle at all times; unless in an emergency and using appropriate lights and signals, shall follow the rules of the road.
 - a. With Department Head approval, an employee's partner and other family member, may accompany the employee on City related business; however, only the employee may operate the City vehicle.
6. Seatbelt use is required while operating or riding in a City vehicle or other appropriate/applicable restraint, if required.
7. Employees driving City vehicles are prohibited from picking up hitchhikers.
8. Accident Reporting
 - a. Any accident or misuse of City vehicles and/or equipment must be reported to the Department Head. An Incident Report must be completed and submitted to the Legal Department the next business day after the incident. A law enforcement report is required for any incident or accident; even if there is no apparent damage.
 - b. Vehicle operators involved in vehicle collisions will be subject to drug and alcohol testing.
9. Installation, removal, disabling or modifying any emissions, safety devices, or any other equipment on City vehicles is prohibited, unless approved by the City Manager.

10. Pets or animals are prohibited from City vehicles unless considered a service animal or required by specific job requirements of the vehicle position. The City Manager must be notified of all service animal positions that require a City vehicle, prior to vehicle use.
11. Tobacco products are prohibited in City vehicles.
12. Firearms are not permitted in City vehicles except by authorized law enforcement personnel.
13. It is prohibited to transport alcoholic beverages when driving a City vehicle, unless seized as part of a law enforcement investigation, or to drive a City vehicle while impaired to the slightest degree due, to the consumption of alcohol or drugs or otherwise violate A.R.S. Title 28 Chapter 4 Driving under the Influence.
14. Out of state travel in a City vehicle must be approved, in advance, by the City Manager.
15. All City vehicles and equipment will be marked with official City decals and "*for official use only*". Any unmarked vehicles or exceptions to official City vehicle decals must be approved by the City Council.
16. In no case shall an employee use a City vehicle for personal business trips including, but not limited to, shopping, banking, doctor appointments, pharmacy visits, etc. Trips to employee's residence for lunch breaks or work breaks or trips to other private residences for similar purposes are prohibited, unless approved by the Department Head.
17. A Department Head, at their discretion, may develop and enforce more restrictive guidelines for their staff.
18. City pool vehicle(s) shall be available to all City employees on a first come, first served reservation basis. Pool vehicle(s) may be used for in-town or out-of-town City business and will not to extend beyond a 24-hour period without written approval by the City Manager, or designee.
19. For official City business travel outside of the Verde Valley, incidental personal use of a City vehicle within work or travel status is limited to 5 miles within the meeting or lodging destination. For example, personal errands such as purchasing a meal or picking up items at the drugstore.
 - a. If an employee anticipates driving more than 5 miles for personal use while on approved City travel or training, then the employee must use their personal vehicle and will not be reimbursed.

C. CHECKING OUT AND RETURNING VEHICLES

1. When available, obtain fuel from City approved fueling sites. All other fueling should be non-premium self-service commercial fuel purchases. Vehicles must be returned with at least ½ tank of gas. Vehicle gas cards are in each vehicle.
2. Employees are responsible for performing a pre-trip inspection of the vehicle and reporting damage to their Department Head or designee.
3. At the end of use, employees must remove all non-work related equipment and trash from the vehicle. Should the interior of the vehicle become soiled, the vehicle should be returned cleaned.
4. Vehicles should be returned in an as found or better condition. Employees will periodically have the car washed and the interior cleaned at the designated car wash (weather permitting).

5. Unless an employee is assigned a vehicle, when an employee is finished utilizing a City vehicle, the employee must return the keys to the accessible key rack to share use of the vehicle with other employees.
6. For employees assigned to a vehicle, when their shift is over, or they will be out of the office for longer than four (4) hours, they will make the vehicle available to other City employees by placing their vehicle key on the accessible key rack.

D. TAKE-HOME VEHICLES

Official use of a City vehicle may include the parking of the vehicle at an employee's residence. The use of a City vehicle may be authorized on a temporary or full-time basis and shall qualify under one of the following:

1. Temporary Take-Home Vehicle Use
 - a. With Department Head approval, the City Manager may authorize an employee to take a vehicle home on a temporary basis. This includes employee's taking a vehicle home overnight to minimize travel the next day.
2. Full-Time Take-Home Vehicle Use
 - a. Employee will follow section B & C of this policy.
 - b. The City Manager may authorize an employee to take a vehicle home on a full-time basis under the following guidelines:
 - i. Employees with job assignments that require the employee to be subject to 24-hour call out and that job assignment necessitates responding to multiple locations during any single call out.
 - ii. Employees authorized the use of a take-home vehicle will begin on-duty status upon arrival at their assigned duty station and off-duty status upon departure from their assigned duty station unless responding as a result of a call out.
 - iii. Employees with job assignments requiring specialized equipment not easily transferable/removable or specialized vehicles that are required as a part of the job function.
 - iv. Take-home vehicles assigned to employees on a full-time basis will be left at a City-owned facility when that employee will be on leave for more than 8 hours.
 - v. Any damage that occurs to a take-home vehicle due to negligence of the employee or other occupants of the employee's residence while the vehicle is parked at the employee's residence will be the responsibility of the employee.
 - vi. A current list of the authorized full-time take-home vehicles will be kept by the Finance Department.
 - vii. Any changes to an employee's full-time take-home vehicle authorization must be reported to the Department Head, City Manager, and the Finance Department.
 - viii. Vehicles shall only be operated by approved employees.

E. NON-CITY AND PERSONAL VEHICLES

1. Employees shall not use their personal vehicle for City business unless pre-approved by the City Manager, or designee, on a case-by-case basis, with the exception B19a.
2. Vehicle Allowance
 - a. Employees that receive a vehicle allowance shall not operate a City vehicle, without the City Manager's approval.
 - b. Employees that receive a vehicle allowance must have a minimum of \$300,000 liability for property damage, \$100,000 liability per person for bodily injury with a combined single limit of \$100,000 for bodily injury. Human Resources will be responsible for verifying limits on an annual basis.
 - c. Failure to maintain adequate insurance or maintain a valid driver's license will result in loss of vehicle allowance.

F. TRAFFIC WARNINGS AND CITATIONS

1. An employee is required to report any moving traffic warning or violation received while operating a City vehicle to his or her supervisor and Department Head no later than the first working day following the incident, including photo radar citations received in the mail.
2. If an employee who is required to drive a vehicle in connection with employment with the City has their driver's license suspended, canceled or revoked for any reason (i.e., DUI, accumulation of excessive traffic violation points, etc.), the person must report the loss of license no later than the first working day following the incident, in writing to their Department Head and Human Resources.
 - a. Department Heads shall prohibit employees whose licenses are not current or valid from operating vehicles until their driver's license privileges have been reinstated.
3. Employee's are responsible for payment of all fines and/or tickets received while operating a City vehicle.

G. RECORDS

1. Vehicle Records
 - a. All vehicles owned by the City will be properly titled and licensed by the State of Arizona. The Finance Department will retain all original titles.
 - b. Each Department is responsible for keeping a maintenance log for each City vehicle they are responsible for.
 - c. The Legal Department is responsible for maintaining vehicle inventory list and ensuring adequate insurance coverage with designated City insurance provider.

H. IDLING

1. Unless exempted below, no City vehicle or piece of motorized equipment is to be idled to warm up the vehicle prior to departure or in a non-emergency situation. The operator of the vehicle/equipment is to turn-off the unit

immediately upon reaching the destination and the keys are to be removed from the ignition.

- a. Ice on the windshield and side windows or mirrors shall be removed by manual scraping prior to vehicle operation.
2. The follow situations will allow idling, as needed:
 - a. Police Department vehicles actively working traffic enforcement details, and K-9 vehicles actively maintaining a safe environment for assigned animals;
 - b. When vehicles at job sites require the use of warning lights, pumps and/or other accessories to accomplish their assignment; and
 - c. When vehicle operators are reasonably utilizing on-board equipment such as video cameras or mobile data terminals in the conduct of City business.
3. Employees and supervisors will be judicious in the idling of units at emergency scenes and job sites. If not all the units at the scene/site need to be idling, those units must be turned-off and the keys removed from the ignition.
4. Each vehicle operator will be responsible for the idling of the vehicle and shall maintain control/possession of the vehicle sufficient to ensure that the vehicle is not used or moved in violation of this policy.
5. While using equipment such as video cameras or mobile data terminals for data entry or reference purposes, operators should use a standard of reasonableness. By way of example, filling out a short report or form is an appropriate and reasonable use of a mobile data terminal. Writing a lengthy document that could be done back at the Department office is not appropriate and reasonable.

I. PARKING

With the exception of motor pool City vehicles, City vehicles will not be parked under the covered parking at City Hall.

Employees shall not park City vehicles and their personal vehicles at designated “visitor parking” spaces.

Motorcycle drivers shall park in such a way as to allow a minimum of two (2) motorcycles to share a car size parking space.

J. ELECTRONIC COMMUNICATION DEVICES

1. To ensure the safety of City employees and the general public, vehicle operators must not use an electronic communication device unless the driver uses a hands-free device (Bluetooth, speaker phone, etc.) while operating a vehicle.
2. Recognizing that there may be circumstances where emergency personnel/first responders may need to use their electronic communication device when operating a vehicle, their specific department procedures will supercede this section of the vehicle policy.
3. The use of an electronic communication device while driving or in traffic may be permitted when an employee is reporting a traffic accident, making a ‘911’ emergency call, or has reason to fear for his/her life or safety. Using an electronic communication device in these situations is permitted if at least one of the following conditions exists:
 - i. It is necessary to immediately report an emergency/observation to appropriate authorities or call for help.

- ii. Circumstances place the employee more at risk if he/she attempts to stop.
- iii. There is no safe area to park the vehicle.

K. DISCIPLINARY ACTION

- 1. Violations of these provisions shall be subject to personnel action by the City Manager or designee.